

C  
h  
a  
p  
t  
e  
r

3

A  
p  
p  
e  
n  
d  
i  
x

B

P  
u  
b  
l  
i  
c

S  
e  
r  
v  
i  
c  
e

A  
w  
a  
r  
d  
s

Chapter 3  
APPENDIX B  
PUBLIC SERVICE AWARDS

1. List of Public Service Awards Available

---

Presidential Medal of Freedom  
Presidential Citizens Medal  
DoD Medal for Distinguished Public Service  
DoD Meritorious Award  
Secretary of Defense for Outstanding Public Service  
Decoration for Distinguished Civilian Service  
Outstanding Civilian Service Award  
Certificate of Appreciation for Patriotic Civilian Service  
Secretary of the Army Public Service Award  
Civilian Award for Humanitarian Service  
Commander's Award for Public Service  
Corps of Engineer Certificate of Appreciation

2. Nominating Procedures

---

a. Presidential Medal of Freedom.

---

Sponsor

.....  
President of the United States

Due Date

.....  
Nominations must be submitted within 6 months after the period of service and contribution to be recognized and at least 3 months prior to the desired presentation date

Memento

.....  
Medal

Eligibility

.....  
Any U.S. Citizen. Individuals nominated for this award should not be given a DA award for the same achievement unless the nomination for the higher level award is disapproved.

## Purpose

To recognize any person who has made an especially meritorious contribution to:

- The security of national interests of the United States.
- World peace.
- Cultural or other significant public or private endeavors.

## Nomination Format

Nominations for this award will be prepared in letter form and submitted through command channels to the Executive Secretary, Army Incentive Awards Board, with documentation giving factual evidence that a highly significant service has been provided by the nominee. A proposed citation, not to exceed 125 words, will be included in the nomination.

## b. Presidential Citizens Medal

### Sponsor

President of the United States

### Due Date

Nominations must be submitted within 6 months after the period of service and contribution to be recognized and at least 3 months prior to the desired presentation date.

### Memento

Medal

### Eligibility

Any U.S. Citizen. Individuals nominated for this award should not be given a DA award for the same achievement unless the nomination for the higher level award is disapproved.

### Purpose

This medal may be bestowed upon any U.S. citizen who has performed exemplary deeds or service for his or her country or fellow citizens.

## Nomination Format

Nominations for this award will be prepared in letter form and submitted through command channels to the Executive Secretary, Army Incentive Awards Board, with documentation giving factual evidence that a highly significant service has been provided by the nominee. A proposed citation, not to exceed 125 words, will be included in the nomination.

### c. DoD Medal for Distinguished Public Service

---

#### Sponsor

---

Department of Defense

This is the highest honorary award presented by DoD to private citizens.

#### Due Date

---

Nominations must be submitted within six months after the period of service and contribution to be recognized and at least three months prior to the desired presentation date.

#### Memento

---

Gold medal, rosette, and citation signed by the Secretary of Defense.

#### Criteria

---

This award is presented to private citizens

Who have performed meritorious service of such significance to DA that recognition at SA level is considered insufficient.

Whose service or assistance was performed at considerable personal sacrifice and inconvenience.

Who are motivated by patriotism, good citizenship, and a sense of public responsibility.

Individuals nominated for this award should not be given a DA award for the same achievement unless the nomination for the higher level award is disapproved.

#### Nomination Format

---

Nominations for this award will be prepared in letter form and submitted through command channels to the Executive Secretary, Army Incentive Awards Board, with documentation giving factual evidence that a highly significant service has been provided by the nominee. A proposed citation, not to exceed 125 words, will be included in the nomination.

### d. DoD Meritorious Award

---

#### Sponsor

---

Department of Defense

#### Due Date

---

Ongoing

## Eligibility

---

Private citizens are eligible for consideration.

Individuals nominated for this award should not be given a DA award for the same achievement unless the nomination for the higher level award is disapproved.

## Nomination Format

---

Nominations for this award will be prepared in letter form and submitted through command channels to the Executive Secretary, Army Incentive Awards Board, with documentation giving factual evidence that a highly significant service has been provided by the nominee. A proposed citation, not to exceed 125 words, will be included in the nomination.

## f. Decoration for Distinguished Civilian Service

---

### Sponsor

---

Secretary of the Army

### Due Date

---

Nominations should be submitted within 6 months from the end of the period of service to be recognized and at least 3 months prior to the desired presentation date.

*(Submitted means approved by the nominating commander on a letter of nomination)*

### Memento

---

Gold medal, lapel button and citation certificate (DA Form 7016) signed for the Secretary of Army.

### Purpose

---

This decoration is awarded to those who provide distinguished service that makes a substantial contribution to the accomplishment of the Army's mission.

### Eligibility

---

Civilians not employed by the Army or Army contractors

Federal Government officials at the policy development level

Technical personnel who serve the Army in an advisory or consultant capacity

**Nomination Format**

Nominations for this award will be prepared in letter form and submitted through command channels to the Executive Secretary, Army Incentive Awards Board, with documentation giving factual evidence that a highly significant service has been provided by the nominee. In addition, the nomination must include the following:

- Previous awards
- Proposed citation not to exceed 95 words.
- Project, research, or service performed.
- Activity in which performed
- Dates of service
- Relationship and value of the service to the Army

**g. Outstanding Civilian Service Award**

**Sponsor**

Secretary of the Army; approved by Commander, USACE

**Due Date**

Nominations must be submitted to the approving authority within 6 months of the end of the period of service to be recognized and at least 6 weeks prior to the desired presentation date.

Submitted means approved by the nominating commander on a letter of nomination

**Memento**

Bronze medal, lapel button, and citation certificate (DA Form 7017)

**Purpose**

The Secretary of the Army may award this medal for outstanding service that makes a substantial contribution or is of significance to the MACOM.

**Eligibility**

Civilians not employed by the Army or Army contractors

Federal Government officials at the policy development level

Technical personnel who serve the Army in an advisory or consultant capacity

**Nomination Format**

Nominations for this award will be prepared in letter form and submitted through command channels to the Executive Secretary, Army Incentive Awards Board, with documentation giving factual evidence that a highly significant service has been provided by the nominee. A proposed citation, not to exceed 125 words, will be included in the nomination.

## **h. Certificate of Appreciation for Patriotic Civilian Service**

### **Sponsor**

Department of the Army; may be approved by the Secretary of the Army or any Commander (lieutenant colonel and above) for services provided to Army elements under his jurisdiction.

### **Due Date**

Within six months after the period of service and contribution to be recognized and at least 6 weeks prior to the desired presentation.

### **Memento**

Lapel Button and Certificate, DA form 7012 and Lapel Button.

The lapel button will accompany the certificate only when the award is presented as an individual award.

### **Purpose**

To recognize patriotic civilian service that contributes to the mission of an Army activity, command or staff agency or to the welfare of Army personnel.

### **Eligibility**

This certificate may be awarded to civilians not employed by the Army or Army contractors, or officials of DA at the policy development or approval level. It also may be awarded to groups, including employees, business firms, fraternal organizations, and quasi military units.

Also eligible are individual employees or groups of employees for service that is not related to the official position(s) of the individual or group. Services provided must reflect patriotic off-duty activities of a public service nature contributing to the mission accomplishment of an Army element or to the welfare of Army personnel.

This award may also be used to recognize civilian employees for community service that reflects favorably on an Army activity or installation.

### **Nomination Format**

Nominations for this award will be prepared in letter form and submitted through command channels to the Executive Secretary, Army Incentive Awards Board, with documentation giving factual evidence that a highly significant service has been provided by the nominee.

**i. Secretary of the Army Public Service Award.**

The secretary of the Army Public Service Award consists of a silver medal, lapel button, and citation certificate, DA Form 7402 (Secretary of the Army Public Service Award). The Secretary of the Army awards this decoration to private citizens. Army civilian employees (who are eligible for Army honorary awards in accordance with chapter 8 of this regulation), military personnel, and Army contractors are ineligible. This award is appropriate for spouses of military members provided they meet the criteria. Nominations for this award will be forwarded to the Army Incentive Awards Board through command channels. Nominated individuals must have provided exceptional public service to the Army deserving of greater recognition than that which can be granted by a Major Army Commander.

**Sponsor**

Secretary of the Army.

**Due Date**

**Memento**

Silver medal, lapel button, and citation certificate, DA Form 7402 (Secretary of the Army Public Service Award).

**Purpose**

This decoration is awarded to private citizens who have provided exceptional public service to the Army deserving of greater recognition than that which can be granted by a Major Army Commander.

**Eligibility**

Any private citizen.

**Nomination Format**

Nominations for this award will be prepared in letter form and submitted through the command channels to the Executive Secretary, Army Incentive Awards Board, with documentation giving factual evidence that a highly significant service has been provided by the nominee. A proposed citation, not to exceed 125 words, will be included in the nomination.

**j. Civilian Award for Humanitarian Service**

**Due Date**

Nominations must be submitted 3 months prior to the desired presentation date.

**Memento**

Medal, lapel button, certificate, DA Form 5652.



### Eligibility

Private citizens of the United States, foreign nations, Government officials of foreign nations.

### Purpose

This medal recognizes individuals who have performed significant humanitarian actions, deeds, or achievements.

### Nomination Format

Nominations will be submitted to CEMVD-HR on DA Form 1256 over the signature of the District Commander.

Nomination letters will contain a brief description of the service or contribution upon which the nomination was based, a brief biographical sketch of the nominee, a description of the wording desired on the certificate, and the name and telephone number of the individual designated to be responsible for coordinating details of the award.

### k. Commander's Award for Public Service

This award ranks directly below the Outstanding Civilian Service Award and may be approved by:

- Any Commander, colonel and above
- Commanders exercising courts-martial authority.
- Principal officials of HQDA staff agencies
- Officials of general officer or SES rank

### Sponsor

Department of Army

### Due Date

Within six months after the act or service and contribution to be recognized.

### Memento

Bronze medal, lapel button, and Certificate, DA Form 5231 (Commander's Award for Public Service)

### Purpose

To recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency.

### Eligibility

This medal may be awarded to:

- Civilians not employed by the Army or Army contractors
- Federal Government officials at the policy development level

- Technical personnel who serve the Army in an advisory or consultant capacity

**Nomination Format**

Nominations for this award will be prepared in letter form and submitted through command channels to the Executive Secretary, Army Incentive Awards Board, with documentation giving factual evidence that a highly significant service has been provided by the nominee.

**I. Corps of Engineers Certificate of Appreciation**

**Due Date**

Nominations containing the personal signature of the District Commander will be submitted to CEMVD at least 60 days in advance of the presentation date.

Nominations will be forwarded to HQUSACE at least 45 days in advance of the desired presentation date.

**Memento**

Certificate of Appreciation, ENG Form 4432

**Purpose**

To recognize individuals who have rendered laudatory service to the Corps in a capacity other than as an officer or regular employee.

**Eligibility**

Nominees should be individuals who are not regular employees of the Corps, whose service or contributions may not generally meet the qualifications for an Outstanding Civilian Service Award or a Certificate of Appreciation for Patriotic Civilian Service, and for whom the Corps Certificate would be meaningful and desirable.

Typical nominees include Consultants, Experts, Resident Scholars, Members of Boards and Commissions, or other prominent persons who have rendered advisory or consultant service to the Corps.

Nominees should be of sufficient stature to be known personally or by reputation to the Division or District Commander.

**Nomination Format**

Nominating letters will contain a brief description of the service or action upon which the nomination is based, a brief biographical sketch of the nominee, the proposed wording of the certificate, and the name and telephone number of the individual locally designated to be responsible for coordinating details of the award.